

# Request for Proposals

## Project Support Associate – Tajikistan

June 25, 2024

### Introduction

The Greenhouse Gas Management Institute ("GHGMI") is requesting the submission of qualification statements and proposals from qualified professionals ("Consultant") to carry out the coordination services of the project *Development and Enhancement of Capacity for preparation of GHG Inventory and Policy impact assessment for preparation of BTR1* to be implemented in Tajikistan, within the framework of the Initiative for Climate Action Transparency (ICAT).

The ICAT helps countries to improve their GHG Inventories MRV, better assess the impact of their climate policies and actions and meet their transparency commitments. To this end, ICAT increases countries' overall transparency capacity, including the ability to assess the contribution of climate policies and actions to countries' development goals, and provides appropriate methodological information and tools to support evidence-based policymaking. ICAT's innovative approach is to integrate these two aspects.

ICAT focuses on countries that can highlight the benefits of greater transparency to demonstrate the impact of evidence-based policies and actions. ICAT generates evolving methodological guidance and extracts best practices, to make them publicly available to all actors, increasing the global knowledge base. ICAT's work is driven by the countries themselves. ICAT's capacity building efforts should build on existing climate monitoring, reporting and verification (MRV) systems and country knowledge, and complement previous or ongoing activities of other initiatives, where appropriate. The support provided is tailored to the country context and national priorities. The aim of ICAT's work is to involve national experts as much as possible and to promote peer-to-peer learning.

#### *Tajikistan*

Tajikistan has been a party to the United Nations Framework Convention on Climate Change (UNFCCC) since 1998 and ratified the Paris Agreement shortly after its submission to parties, adopting its first Nationally Determined Contribution (NDC), submitted in 2015. The following period is accompanied by an analysis of the country's needs and progress in measures in the different sectors. Later in 2021, Tajikistan presents a new and broader NDC. The updated NDC of Tajikistan, submitted in 2021, includes conditional and unconditional targets with actions which covers various sectors such as agriculture, forestry, energy, industry, and notably, transport and infrastructure, along with waste management.

Tajikistan's current NDC considers both mitigation and adaptation commitments. In terms of mitigation, there are commitments to reduce emissions with actions in the Energy sectors (related to renewable energies, energy efficiency, with different time horizons to 2025, 2030) and Agriculture, forestry and other land uses (AFOLU) through the increase of carbon sinks and reservoirs in the country's agricultural landscape. as well as the restoration of critical ecosystems.

In terms of transparency The First Biennial Update Report (BUR) was completed and submitted in 2019 followed by the Third National Communication which was completed and submitted in 2020 and fourth National communication in October 2021, including information on the national inventory of greenhouse gases, mitigation policies and actions, international cooperation, as well as other relevant content such as vulnerability and adaptation, education, awareness and financial and technical capacity needs.

Tajikistan, through the Agency for Hydrometeorology The Committee of Environmental Protection under the Government of the Republic of Tajikistan is making efforts to have an MRV system in place to monitor its GHG emissions and its NDC and to comply with the requirements related to the Enhanced Transparency Framework outlined in Article 13 of the Paris Agreement, as detailed in the Modalities, Procedures and Guidelines for the Transparency Framework for Measures and Support referred to in the Article 13 of the Paris Agreement (MPG).

Among the multiple initiatives managed by the country, Tajikistan is developing, together with the support of ICAT, the project: *Development and Enhancement of Capacity for preparation of GHG Inventory and Policy impact assessment for preparation of BTR1*. The technical support provided to Tajikistan by this ICAT project is expected to contribute to the following results:

- 1) Development of a structure and cross cutting elements for GHG Inventory preparation.
- 2) Enhancement of Capacity for preparation of GHG Inventory to enable the BTR submission by 31 December 2024;
- 3) Assess GHG impact of the selected policies and measures and alignment with MPG reporting requirements

## Objective of the position

Support the National Project Coordinator in the implementation of the Initiative for Transparency in Climate Action (ICAT) project for Tajikistan.

## Obligations

The main duties of the Project Support Associate are as follows:

1. Support the Government of Tajikistan in the implementation of the project's work plan and budget, supporting the effective and timely delivery of all results:
  - Proactively facilitate the country-driven, government-led approach to project implementation.
  - Support the supervisory function in project management.
  - Support the preparation of financial reports or documentation of project expenditures and maintain accurate and up-to-date records and documents with respect to all expenditures incurred with funds provided by the UNOPS ICAT secretariat to ensure that all expenditures are in accordance with contractual arrangements and that appropriate supporting

documentation is maintained, including invoices, and receipts relevant to the transaction, where necessary.

- Support the preparation of descriptive progress reports against the Work Plan, including the status of activities, outputs delivered, results/impacts achieved, and an assessment of whether the project is being implemented in accordance with the agreed Work Plan and project budget, as well as a description of any obstacles preventing the full and timely implementation of the project.
2. Support the National Project Coordinator to organize and facilitate project activities on an ongoing basis;
  3. Support the National Project Coordinator in organizing virtual and face-to-face events, workshops, and other meetings (including stakeholder invitation, logistical preparations, etc.);
  4. Together with the National Project Coordinator, serve as a liaison and in-country coordinator between the Government of Tajikistan and the stakeholders identified in the project;
  5. To support the coordination mechanisms between the parties referred to in paragraph 4;
  6. Maintain active communication on the planning, implementation, monitoring and evaluation of the activities of the Work Plan in close cooperation with the parties to paragraph 4;
  7. To serve as technical support and contribute to the production and exchange of knowledge with the Government of Tajikistan.

## General

**Supervisor:** National Project Coordinator. The National Project Coordinator will work in close coordination with the Head of the Climate Change Unit at the Agency and as well as with the ICAT project by the implementing partner (GHGMI).

**Estimated contract start date:** July 2024

**Contract duration:** 6 months

**Remuneration:** USD\$900/month (adjusted for the duties implemented and deliverables prepared)

**Employment Type:** Full-time

**Office:** At the Agency. They will provide their services in an Agency office and, when required, in the other facilities, for which the Agency will provide all needed for an effective work and completion of the tasks.

**Eligibility:** This position is open to national citizens for applying for this position. The candidate must be physically located in Tajikistan.

## Qualifications

Candidates must meet the following requirements:

- Recent graduate or university professional, in any specialty;



- Experience of at least 2 years as technical or administrative support of projects, in aspects of monitoring, budget management and control, purchasing processes, file management, and similar is desirable
- Prior experience working with the Government of Tajikistan in an area relevant to the project is preferred
- Demonstrated experience in collecting and analyzing data
- Knowledge of Office suite (Excel, Word, Power Point) required
- Operational level of knowledge of English required.